



**THE STATE BAR OF CALIFORNIA**  
**OFFICE OF CERTIFICATION**  
180 Howard Street · San Francisco, CA 94105-1639  
(415) 538-2325 · [mjp@calbar.ca.gov](mailto:mjp@calbar.ca.gov)

## Out-of-State Registered Legal Services Attorney Program

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### APPLICATION INSTRUCTIONS FOR REGISTERED LEGAL SERVICES ATTORNEY

Mail your application to: Office of Certification, The State Bar of California, 180 Howard Street, San Francisco CA, 94105-1639.

Include payment of \$431 for the moral character determination fee. There are no other application fees required. Make checks payable to: The State Bar of California.

Refer to the enclosed California Rule of Court and Rules of The State Bar of California as you complete the application and attachments.

You should receive notification of registration within 30 days of submission of all registration materials to the State Bar of California. You may be registered pending the Determination of Moral Character.

Failure to pass the Determination of Moral Character or to meet your MCLE requirement will result in revocation of your registration.

You are required to provide a Social Security Number on the Determination of Moral Character Application pursuant to Business and Professions Code Section 30 (State of California's tax enforcement provisions) and Family Code Section 17520 (Child Support Enforcement Programs).

### THE REGISTRATION PROCESS

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Application is submitted and reviewed for completeness and eligibility.	Registration is approved.	Determination of Moral Character completed.	MCLE requirement must be met within 1 year of Registration.	Registration Renewal is required on an annual basis for the three year period as well as payment of an annual fee.

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### HOW TO AVOID DELAYS OR REVOCATION

#### STEP 1- Application Process

1) Applicant Information: Fill this section out completely. This is your address of record for all State Bar communications. This address will be posted on The State Bar of California's Website.

You must notify the State Bar within 30 days of any change to your address. If you cease employment with your Qualifying Legal Services Provider you must notify the State Bar within 30 days. You must notify the Office of Certification if you pass the California Bar Examination. Refer to Rules of The State Bar of California Registered Legal Services Attorney Program, rule 12 for all reporting requirements.

2) Qualifying Legal Services Provider: Fill out this section completely, including a contact for verification of your employment. If you change employment, you must notify the State Bar within 30 days and file a new Declaration of Qualifying Legal Services Provider and Declaration of Supervising Attorney.

3) Attachments:

Attachment A: Declaration of Applicant: Date and sign the declaration. The declaration must have an original signature.



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### **STEP 1- Application Process Attachments (Continued)**

Attachment B: Declaration of Legal Services Provider: The signature must be original. Refer to Rule of Court 964(j)(1) for the definition of a Qualifying Legal Services Provider. The legal services provider must notify the State Bar within 30 days of any change in its status as a legal services provider or the cessation of employment of the Registered Legal Services Attorney. Please contact the Legal Services Trust Fund Program at (415)538-2252 if you have questions about becoming a Qualifying Legal Services Provider.

Attachment C: Declaration of the Supervising Attorney: Pursuant to California Rules of Court, rule 964(c)(3), a Qualifying Supervisor must submit a declaration attesting to the applicant's status and agreeing to the terms of supervision specified in Rule of Court 964(g).

Attachment C: Admissions/Standing List: You must include all the jurisdictions to which you have been admitted, including all state and federal jurisdictions. If you have any prior record of discipline, a statement regarding the details of the discipline must be attached to the admissions/standing list.

Application for Determination of Moral Character: Your application must include an Application for Determination of Moral Character. Please see the separate instructions included with the Application for Determination of Moral Character. Moral Character Determinations will be processed by Office of Admissions of The State Bar of California. If you have an Application for Determination of Moral Character already pending or completed with the Office of Admissions, you should submit current certificates of standing for all jurisdictions in which you are licensed to practice law with your application for registration as a Legal Services Attorney. Contact the Office of Admissions if you would have an existing Determination of Moral Character Application on file and would like to file an extension.

Payment: Submit the Determination of Moral Character Fee of \$431 with your application. Applications without payment will not be processed. Checks should be made payable to: The State Bar of California.

### **STEP 2- Registration Approved**

Once we have received a complete application and reviewed your eligibility, you will be registered as a Legal Services Attorney. If you are determined to be not eligible for the program, you will receive a letter of denial. Please refer to Rules of The State Bar of California- Registered Legal Services Attorney Program rule 9 for reasons that an application may be denied. Upon notification of registration, you are authorized to practice law under the conditions specified in Rule of Court 964.

### **STEP 3- Determination of Moral Character Completed**

It takes approximately five months to complete the Determination of Moral Character. The Office of Admissions will contact you if they have questions or problems with your Determination of Moral Character Application. If you receive an adverse Determination of Moral Character, your registration will be revoked.

### **STEP 4- MCLE Requirement**

When you receive your notice of provisional registration you will receive information about your MCLE requirement. Your MCLE requirement must be satisfied within one year of your registration date. Details will be posted on the State Bar's Web site <http://www.calbar.ca.gov> in the section of "Attorney Resources" that deals with the Multijurisdictional Practice Program.

### **STEP 5- Registration Renewal**

You will receive a fee statement and a registration renewal on an annual basis for the three year registration period.